

Interview Note Sheet

Applicant Information

Name: <u>DARIA ALLEY</u>	Interviewer: <u>Shelly</u>
Date: <u>9-20-2017</u>	Rate of Pay: <u>9.25/hr</u>
Position (s) Applied for:	Referred by: <u>PESTORE</u>

Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking?

Full-Time

Part-Time

Relevant Experience & Summary of Strengths

Total of _____ in Food Service/Hospitality

- worked sprint center, but it was over nights and didn't want it anymore

- has housekeeping experience

- open to anything

- no overnights

today @
2PM
Orientation

P.O.S. Experience: Y / N details: _____

Transportation

Car

Public Transit

Carpool (Rider / Driver)

Regions Available to work:

Kansas City, KS

Overland Park, KS

Kansas City, MO

Independence, MO

Certifications (if any)

TIPS

Serv-Safe

LEAD

Other _____

Will Submit

Availability

Open

AM only

PM only

Weekdays only

Weekends only

Details:

Uniforms Owned:

Bistro

Black Bistro

Tuxedo

1/2 Tuxedo

Black Vest

Long Black Tie

Chef Coat

Chef Pants

Knives

Black Pants

Non-Slip Shoes

Bow Tie

Other: _____

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

PLEASE PRINT

Full Name Darla Faye Ailey Date: Sept 21, 2017
Home Telephone (816) 401-9202 Other Telephone ()
Present Address 918 E 9th Street K C MO 64106
Permanent Address, if different from present address:
Email Address duckydo63@gmail.com

EMPLOYMENT DESIRED

Position applying for: Any position Salary desired: _____
Are you currently registered with any staffing and/or employment agencies? If so, please list
NO

Are you applying for: Full-time work? Yes ☒ No ☐ Part-time work? Yes ☒ No ☐
Temporary work, e.g., summer or holiday work? Yes ☐ No ☒ From: _____ To: _____

How did you find out about our open position? (Please check fill in proper name of source):

Referral ☒ Name of Referral Restart Newspaper ☐ Job Fair ☒ Agency ☐ Company Website ☐
Other Web Posting ☐ Other Source ☐

Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working? Sept 26, 17

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM		7:00 3:30	7:00 3:30	7:00 3:30	7:00 3:30	7:00 3:30	
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☐ No ☒ If yes, when? _____

Do you have friends or relatives working for Acrobat Outsourcing? Yes ☐ No ☒ If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes ☒ No ☐

If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ No ☐

State age if you are under 18 _____. If you are under 18, hire is subject to verification that you are of minimum legal age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes ☒ No ☐

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If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Raytown High	Raytown MO	12 grade	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".			
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	NO

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes No If so, may we contact your current employer? Yes Yes No No

Name and Address of Employer Sprint Center
 Type of Business Event
 Your Position and Duties Housekeeping Events, Restrooms, Suites
 Telephone No. 816 974-1200 Supervisor's Name Hermit

Dates of Employment: From 1-17 To 3-17 Weekly Pay: Starting \$8.50 Ending \$8.50 an hour
 Reason for Leaving: Overnights

Name and Address of Employer Al-Bay
 Type of Business Restaurant
 Your Position and Duties Back-up server
 Telephone No. 816 861-2627 Supervisor's Name Jim
FRENCH FRIES

Dates of Employment: From 3-17 To 7-17 Weekly Pay: Starting 8.00 Ending 8.25
 Reason for Leaving: Released from Prison

Name and Address of Employer Ct Jallahassop
 Type of Business Food
 Telephone No. () Supervisor's Name Oliver

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Your Position and Duties Sav-A-Lot Cashier Cash & Credit
Card transactions, deposits, scanner, Kestock
Dates of Employment: From 5-7 To 1-8 Weekly Pay: Starting 7.50 Ending 8.00
Reason for Leaving: Medical Reasons

Name and Address of Employer Handy Women
Type of Business Self Employed Telephone No. (816) 352-2002 Supervisor's Name Don Moss
Your Position and Duties Nurses Aid cooked & clean doctors
appointments, are handled all medication intake
Dates of Employment: From 1-08 To 6-11 Weekly Pay: Starting 8.00 Ending 8.00
Reason for Leaving: patient decease

Have you ever been fired from any previous place of employment? If so, please explain: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military?
If so, describe: _____

Yes _____ No X

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Sprint Center Telephone No. (816) 979-1800
Address: 14 Grand KC MO 64108
Occupation: _____ Relationship: _____

Name: John Hart Number of Years Acquainted: _____
Address: _____ Telephone No. (72) 881-4300
Occupation: Sales Men Relationship: Friend

Name: John Murphy Number of Years Acquainted: 3
Address: Byrams Ford KC. MO Telephone No. (816) 210-3162
Occupation: _____ Relationship: Friend Number of Years Acquainted: 5

Please Read Carefully, Initial Each Paragraph and Sign Below

DA I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

DA I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

DA I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

DA I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

DA Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature Darla Alley Date 9-21-17

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Your Hospitality Staffing Professionals
665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Carla Alke
Email: duckydo163@gmail.com
Phone number: 816 401 8920

Working Experience:

Company Name: Sprint Center
Dates of Employment: 1-17 - 3-17
Job Responsibility:

- House Keeping
- Restrooms, suites
- etc.

Company Name: Hi Boy
Dates of Employment: 3-17 - 7-17
Job Responsibility:

- BACK-up server
-
-
-

Company Name: FCI Tallahassee
Dates of Employment: 4-16 - 12-16
Job Responsibility:

- Food + Beverage prep
- Wash + sanitize Food + Beverage
- Coffee + Tea juices

Skills

- Housekeeping
- Nurses A+OI
- Cashier
- General laborer

Cashier Test

Score 2/15

- 1) A roll of quarters is worth?
- a) \$5.00
 - b) \$10.00
 - c) \$15.00
 - d) \$20.00

- 2) A roll of dimes is worth?
- a) \$5.00
 - b) \$4.00
 - c) \$3.00
 - d) \$2.00

- 3) A roll of nickels is worth?
- a) \$8.00
 - b) \$6.00
 - c) \$4.00
 - d) \$2.00

- 4) A roll of pennies is worth?
- a) \$1.00
 - b) \$0.75
 - c) \$0.50
 - d) \$0.25

- 5) What does POS stand for?
- Patience over standards
 - Percentage of sales
 - Point of sales
 - People over service

- 6) What is the current sales tax rate in your city 7.5?

- 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?
- a) \$4.06
 - b) \$2.06
 - c) \$7.06
 - d) \$5.06

- 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?
- a) \$19.50
b) \$14.50
c) \$9.50
d) \$4.50

- 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?
- a) \$6.00
 - b) \$8.00
 - c) \$10.00
 - d) \$12.00

- 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?
- a) \$78.50
b) \$58.50
c) \$38.50
d) \$28.50
- $\begin{array}{r} 99 \\ 100 \\ \underline{-294} \\ 26 \end{array}$
- 125

$$\begin{array}{r} 125 \\ \times 92 \\ \hline 250 \\ 1125 \\ \hline 11500 \end{array}$$
$$\begin{array}{r} 100 \\ 294 \\ \hline 700 \end{array}$$

Cashier Test

Score / 15

B

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

B

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? DRIVERS & State

15) How many \$20 bills are in a bank band? 5

Name Daria Alley
Score 17/35

Servers Test

Multiple Choice

- C 1) Food is served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- C 2) Drinks are served on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- d 3) Food and drinks are removed on what side with what hand?
a) On the left side with the left hand
b) On the left side with the right hand
c) On the right side with the left hand
d) On the right side with the right hand
- A 4) What part of a glass should you handle at all times?
a) The stem
b) The widest part of the glass
c) The top
- d 5) When you are setting a dining room how should you set up your tablecloths?
a) Neatly and evenly across the tables
b) The creases should all be going in the same directions
c) The chairs should be centered and gently touching the table cloth
d) All of the above
- d 6) If you bring the wrong entrée to a guest what should you do?
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
c) Try to convince the guests to eat what you brought them
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

Match the Correct Vocabulary

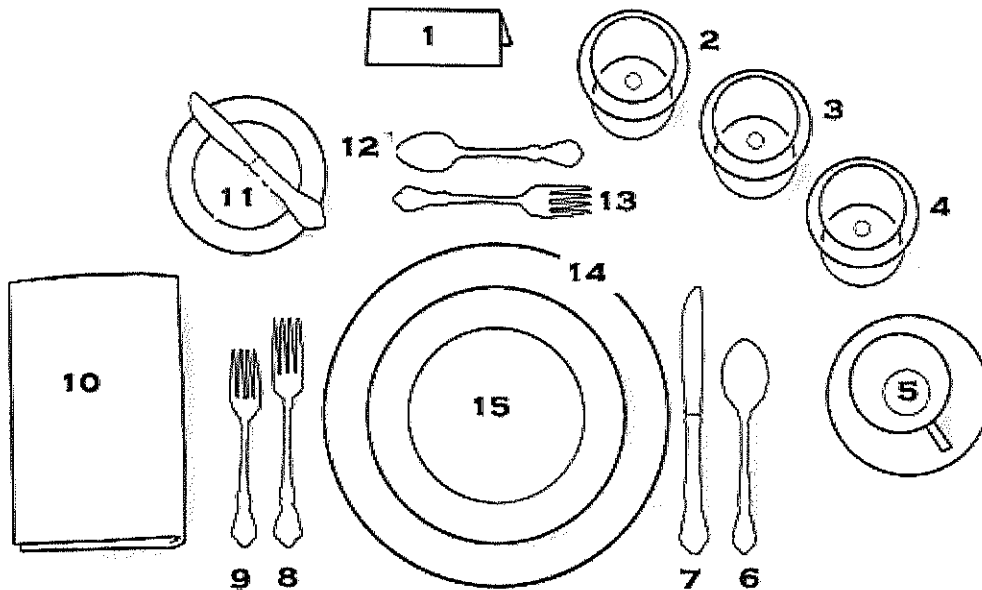
- D Scullery -
B Queen Mary
G Chaffing Dish
E French Passing
A Russian Service
F Corkscrew
C Tray Jack

- A Metal buffet device used to keep food warm by heating it over warmed water
B Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)
C Used to hold a large tray on the dining floor
D Area for dirty dishware and glasses
E Large metal shelving unit for prepared food to be held or for dirty trays to be stored
F Used to open bottles of wine
G Style of dining in which the courses come out one at a time

Name _____

Servers Test

Score / 35



Match the Number to the Correct Vocabulary

- | | | | |
|-----------|-----------------------|-----------|------------------------------|
| <u>10</u> | Napkin | <u>8</u> | Dinner Fork |
| <u>11</u> | Bread Plate and Knife | <u>2</u> | Tea or Coffee Cup and Saucer |
| <u>1</u> | Name Place Card | <u>7</u> | Dinner Knife |
| <u>6</u> | Teaspoon | <u>3</u> | Wine Glass (Red) |
| <u>12</u> | Dessert Fork | <u>13</u> | Salad Fork |
| <u>13</u> | Soup Spoon | <u>14</u> | Service Plate |
| <u>13</u> | Salad Plate | <u>3</u> | Wine Glass (White) |
| <u>4</u> | Water Glass | | |

Fill in the Blank

- The utensils are placed 1/2 inch (es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? dessert
- Synchronized service is when: _____
- What is generally indicated on the name placard other than the name? station #
- The Protein on a plate is typically served at what hour on the clock? on the hour
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? _____



SENSITIVE BUT UNCLASSIFIED

Case Verification Number: 2017264164439LE

Report Prepared: 09/21/2017

Company Information

Company ID: 139349

Company Name: Acrobat Outsourcing

Employee Information

Last Name: Alley

First Name: Darla

Date of Birth: 11/29/1963

Social Security Number: *** ** 8970

Hire Date: 09/21/2017

Citizenship Status: A citizen of the United States

Document Information

List B Document: ID card issued by a U.S. federal, state or local government agency

List C Document: Social Security Card

Case Status Information

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 09/21/2017

Case Submitted By: SGON7369

Closed On: 09/21/2017

Closed By: SGON7369

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

SENSITIVE BUT UNCLASSIFIED